



from the Office of Human Resources

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October 2003

**Celebrate Diversity
Day on Thursday,
October 16 from
9:30 am – 2:00 pm**

The theme of Montgomery County's 9th annual Diversity Day is *Enhancing Cultural Awareness: Voices & Visions of Diversity*.

Morning Session Highlights

From 9:30 until 11:30 am in the EOB Lobby Auditorium:

- Theatrical presentation by *Quest 4 the Arts*, which features hearing-impaired entertainers
- Remarks by OHR Director, Joseph Adler, and County Executive Douglas Duncan
- Keynote address by EEO/Diversity expert, Ada Posey
- Awards presentations to a County Department for exemplary achievement in diversity
- Inspirational performance by the Montgomery County Police Gospel Choir

Afternoon Session Highlights

From 11:30 am until 2 pm in the EOB Cafeteria:

- International food selections
- Free health screenings for County employees
- Live performances by entertainers representing a variety of cultures
- Informational booths staffed by County departments and organizations

Mark your calendars and join your co-workers in celebrating the diversity in our workforce and in Montgomery County!



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Office of Human Resources - 101 Monroe St., 7th Floor, Rockville, MD 20850 - 240-777-5000/TTY 240-777-5126
E-mail: OHR@montgomerycountymd.gov - Internet: <http://www.montgomerycountymd.gov>



**Group Insurance
Transfer Season is
October 20 to
November 12**

Group insurance transfer season begins on Monday, October 20th and ends at 5 pm on Wednesday, November 12th. Later this month, OHR will mail group insurance materials to your home, including new plan information and rates, helpful websites, plan phone numbers, Benefit Fair dates, and summary plan descriptions.

It's important to read this information and keep it for future reference.

**FY 2004 Training
Catalog and
Schedules**

The new training catalog for FY 2004 is now available in OHR and is posted on the OHR Resource Library. The Resource Library also includes the following:

- Computer training open enrollment information and online registration
- Core Business Systems brochure
- Employee training calendar for September – December
- Fall 2003 Center for Continuous Learning catalog
- Information about the computer training and professional development software available in the OHR Computer Lab
- List of the computer video-based training available for self-directed study
- Schedules for:
 - Employees' Retirement System workshops
 - Group insurance workshops
 - *Preventing Workplace Harassment* training
 - Contract administration training
 - Investment seminars
 - *Pollution Prevention Overview* training
 - Safety Institute training

Visit the OHR Resource Library at:

<http://www.montgomerycountymd.gov/content/ohr/ResourceLibrary/RLMain.cfm>, select "HR Management" and then select "Training/Career Development".



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Apply Online!



Recently, OHR launched a new online resume management system that lets you apply online for all announced positions. Just go to the montgomerycountymd.gov website, click on "careers", and follow the online instructions. It's **SIMPLE**, **FAST**, and you can apply from home, at one of our many public access sites (Regional Service Centers, Public Libraries, EOB Lobby, select Recreation Centers), or from anywhere you have access to a computer! If you apply online, you will receive an immediate e-mail reply letting you know we received your resume.

In conjunction with the launching, OHR staff gave instructional presentations on the system and its use at various County locations for employees and the general public. If you missed one of these sessions and need instruction on how to use the system, call OHR and schedule an appointment to use our Computer Training Room. Instructional information will be available to help you and one-on-one assistance will be provided if needed.

Montgomery County government and Peopleclick, a workforce management technology firm, will again join forces to help residents and employees learn basic computer skills, how to develop a resume, and how to use the internet to search for jobs. Visit us at Montgomery Works, Lakeforest Mall in Gaithersburg, on October 11th from noon to 4 pm to celebrate Latin American Heritage Month. Also, visit our booth on Diversity Day, October 16th, 9:30 am to 2 pm, Terrace Level, Executive Office Building. You can also visit our booth at the Asian American and Pacific Islander Community Day, November 6th, in the EOB auditorium.



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Apply Online!
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En Celebración del Patrimonio Latinoamericano, el 11 de Octubre de 12:00 - 4:00 pm, la Oficina de Recursos Humanos ofrecerá entrenamientos en Inglés y Español acerca de la Busca de Trabajo. Estos entrenamientos se realizarán en Montgomery Works, Lakeforest Mall en la ciudad de Gaithersburg. Empleados bilingües también estarán disponible durante la Celebración del Día de la Diversidad, el 16 de Octubre de 9:30 am - 2:00 pm. Para más información, llame a nuestra oficina, al 240-777-5000. ¡Los esperamos!

**Need to Change
Your Emergency
Contact Information?**

If you need to enter or change your emergency contact information, you can do this online by going to <http://portal.mcgov.org/OHR-TS/myec/Login.cfm>. Your employee ID/logon is your last name and the last four digits of your Social Security number (i.e., SMITH1234).

**Soon, You'll Be
Able to Make
Deferred Comp.
Changes Online**

Through a joint effort of OHR and the Department of Technology Services, you'll soon be able to use an online intranet system to change your bi-weekly contributions to the County's 457 Deferred Compensation Plan at any time and choose the future pay period when your changes will take effect. Under the current system, you may only change your contributions quarterly and only during a Deferred Compensation Plan open season (December, March, June and September of each year). Notices will be sent to all 457 Plan participants within the next couple of months describing the new system.

**Some Over-the-
Counter Medications
Now Eligible for
Reimbursement
under the Health
Care Reimbursement
Account**

On September 3, 2003, the IRS ruled that certain over-the-counter medications are eligible expenses under a Health Care Reimbursement Account. Although there is no universal list of the medications that are eligible for reimbursement, FlexAmerica has put together a summary of eligible expenses covered by this ruling. The summary can be found on the HR Resource Library and on FlexAmerica's website at <http://www.flexamerica.com> under the heading "Participant's Service Center."